Delaware Homeland Security Terrorism Preparedness Working Group
Resource Management Asset Tracking/Responder ID Subcommittee
Meeting Minutes
March 17, 2010

1. Secretary Lewis Schiliro convened the Resource Management Asset Tracking/Responder ID Subcommittee meeting at 1:00 p.m. in the Department of Safety and Homeland Security, Conference Room. The following documents were provided to meeting participants:

   a. Meeting Agenda
   b. Meeting Minutes January 5, 2010

2. January 5, 2010 minutes were reviewed and approved. (**Motion: Joe Papili; Second: Allen Metheny – Passed Unanimously**)

3. **Project Management Report – Bryant Baker**

   a. **Resource Management Asset Tracking (RMAT)** – Bryant is meeting with GeoDecision bi-weekly to manage their projects. He is working out issues, receiving reports on process and working out problem resolutions. GeoDecision has requested hardware because they were ready for implementation. They are not as far along as they see themselves within the project. Secretary Schiliro asked if a timeline is in place and when can we expect to have product delivery? Bryant identified the current schedule reflects the end of July as the completion date, but he didn't have confidence with the timeline based on his assessment of the project. (**OPEN**)

   b. **Responder Identification** – Advantech is prepared to present a demonstration of the functionality of the system tentatively for first week of April. A question on patient tracking was addressed – when will the patient tracking portion of the project get started? The current system design is for the development of the responder identification process with the patient tracking scheduled as an addition on the back-end. (**OPEN**)

4. **Old Business:**

   a. **Compelling Data Through Legislation** – Discussion continued on the need to develop some form of legislation or memorandum of understanding (MOU) to marshal all state emergency response/public safety equipment into a central database (RMAT). The challenge is obtaining and maintaining cooperation with emergency responder entities to utilize the system. Discussion continues on how to obligate local participation, as the state, has the leverage of structure and executive orders. Several considerations were presented to obligate the utilization of the RMAT: 1) Mandate the use of the RMAT as a condition of receiving equipment from State and Federal grants; 2) Adding language to existing Homeland Security Grant Program (HSGP) MOU to utilize the RMAT for equipment reporting; and 3) Add language to State Code, Title 20, Chapter 32, Intrastate Mutual Aid Compact. All members agreed with the need to pursue legislative support and obligation for the use of RMAT as a centralized database and to define its use within the emergency response/public safety. A motion was presented to support compelling the use of RMAT as a central emergency response/public safety database. (**Motion: Bill Topping; Second: Dave Carpenter – Passed Unanimously**). Secretary Schiliro will

explore appropriate legislative language with Liz Olsen, Bryant Baker, and Tony Lee to comply. (**OPEN**)

b. <u>RMAT Responsibility</u> – No discussion on this open topic. (**OPEN**)

c. <u>Maximo & PEPR Information</u> – Bryant has made initial contact with Public Health and will continue to coordinate with both entities to discuss their system process. (**OPEN**)

d. <u>RID Card Development</u> – Bryant Baker continues to work with Dave Carpenter and Advantech. (**OPEN**)

5. **New Business:**

a. Concern was discussed on the lack of progress and forward movement of the RMAT project. It appears we are tracking over the same ground at meetings in regards to project implementation. We need to hold our vendor accountable for project development, establishing timelines, and forward movement. A call for a demonstration at the next meeting from both vendors requested of Bryant Baker. (**OPEN**)

b. Additional topics were discussed concerning the RMAT project concerning GIS mapping of resources, contract background information, and budget expenditures. The contract and budget information will be provided at the next meeting to establish time and cost contributions to the project.

6. Secretary Schiliro offered his assistance to get the project moving in a forward direction and provided closing remarks. The meeting adjourned at 10:30 a.m.

7. **Next Meeting – April 6, 2010, 9:00 a.m. –** Department of Safety and Homeland Security, Large Conference Room**.** The meeting will be shifted to accommodate project demonstrations.

LEWIS D. SCHILIRO, Secretary
Chairman, Resource Management Asset Tracking/Responder ID Subcommittee

1 Attachment: Attendance Roster
Note: All Meeting Handouts are available upon request.

Resource Management Asset Tracking/Responder ID Subcommittee

Meeting Attendance Roster
January 5, 2010

NAME	AGENCY
Members Attended	
Lewis Schiliro, Secretary	Chairman
Mayor Carlton Carey	Delaware League of Local Governments - GA
Allen Metheny	DE Volunteer Firefighter's Association - FS
Joe Papili	Delaware State Police - LE
Bill Topping	Delaware Police Chiefs Council - LE
Joe Hughes	Division of Public Health - PH
Dave Mick	Kent County Emergency Medical Service - EMS
Suzanne Raab-Long	DE Healthcare Association - HC
Scott Koenig	City of Dover Public Works - PW
Dave Carpenter	New Castle County Emergency Management Agency - EMA
Ricky Short	Sussex County Emergency Management - PSC
Jamie Bethard	Department of Natural Resources & Environmental Control - HZ
Members Not Attended	
Mark Davis	Department of Agriculture - AG
Lisa Wragg	Cyber Security/Information Technology - CS
Alternates and Support	
John	University of Delaware
Joe Wessels	Delaware League of Local Governments - GA
Bryant Baker, Project Manager	Department of Technology & Information
Edward (Tony) Lee	Delaware Emergency Management Agency
Courtney Emerson	Delaware Emergency Management Agency
Tim Collins	Delaware Emergency Management Agency